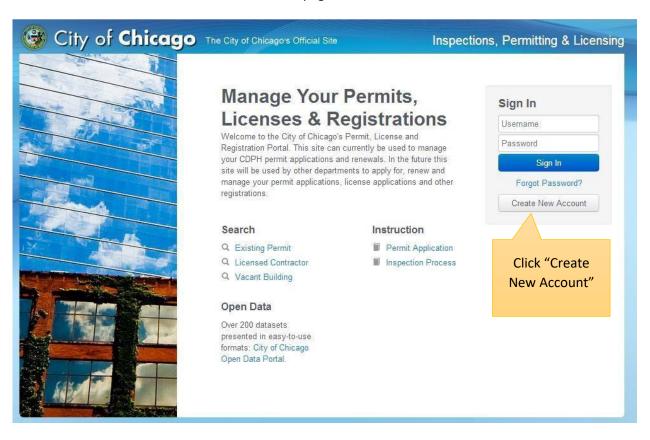
City of Chicago – BACP Public Way Use Unit

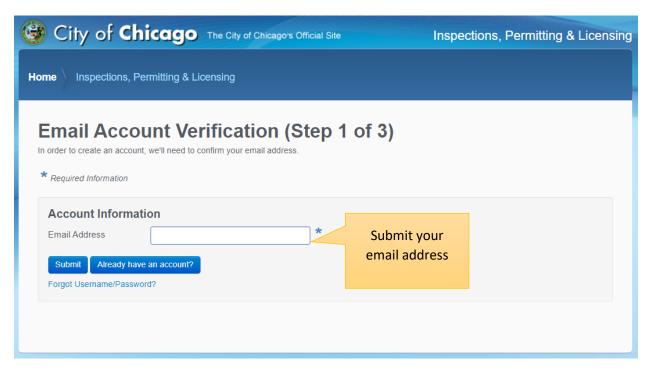
Online Account Creation Process for BACP PWU

User Guide [Ver. 1.0]

1. Click "Create New Account" on the homepage.



2. On the email verification page, submit the email address you would like to use for account creation. To streamline your account creation process, please use your work / business email address.



3. You will receive an email at the email address you submitted. Click the link in the email to verify your email address and continue the account creation process.

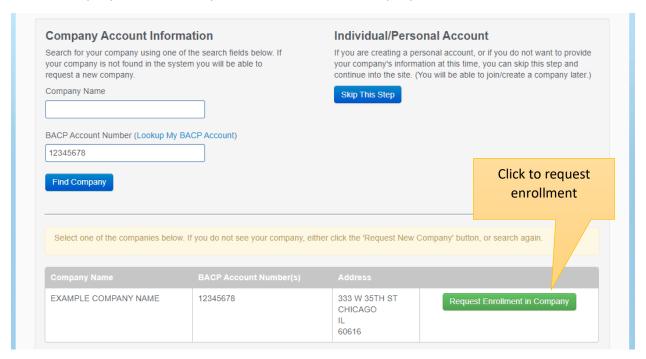
4. Clicking the link in the email will take you to the next step in the account creation process where you can provide your contact information. Complete the form and click the "Register" button at the bottom of the page (required fields are marked with an *).



5. The next step allows you to link your web account to your company. This step is important as this will automatically link all of your company's permits to your account as well, and they will then be available for you to view / manage. Search for your company using your BACP Account Number, which can be found on a letter you received from BACP, or you can search the City of Chicago's list of active BACP Accounts / Licenses at the following URL - https://www.chicago.gov/city/en/depts/bacp/provdrs/bus/svcs/business-licenselook-up.html

Welcome BACP Public Way Use Users!	
 Search by BACP Account Number - If you are working with BACP and will be managing / applying for BACP Public Way Use Permits, it is important that you search using your BACP Account Number and select the result that has your correct BACP Account Number (and optionally Site Number). If you received a letter from BACP, this information was included. This will avoid any delays in your account setup process. If you are working with any other department (CDOT, CDPH, DCASE, DOB, etc.), please continue to search by Company Name. 	
Company Account Information	Individual/Personal Account
Search for your company using one of the search fields below. If your company is not found in the system you will be able to request a new company.	If you are creating a personal account, or if you do not want to provide your company's information at this time, you can skip this step and continue into the site. (You will be able to join/create a company later.)

6. The search results will be displayed in the results below. Click the "Request Enrollment in Company" button to link your web account to this company.



7. A confirmation page will appear. If you are the first person to request enrollment in your company, BACP will verify your request and establish the link. You will receive an email when this review is complete. This process can take 1-2 business days. If you are not the first person to request enrollment, the other user(s) at your company will be notified of your request and they will be able to approve your enrollment.

